



HALL COUNTY SHERIFF'S OFFICE

FRONT OFFICE SUPPORT STAFF POSITIONS

The Hall County Sheriff's Office is taking applications for front office support staff members with the business office. Job responsibilities will include daily interaction with the public, answering phones, processing requests for information, processing complaints and registering sex offenders. Additional responsibilities include a wide variety of clerical tasks such as assisting with legal /court documents, civil process, processing various permits, completing title inspections, basic accounting, and general front-counter assistance.

Must have a clear background and criminal history. Applicants must be at least 20 years of age, possess a high school diploma or G.E.D. certificate, birth certificate, and a valid driver's license. Effective communication, computer, and clerical skills are required. Confidentiality is a must.

Applications and Background Release forms are available on this website or at the Hall County Sheriff's Office located at 111 Public Safety Drive, Grand Island, NE. Completed applications, Background Release forms, and resumes (if available) must be received at the Hall County Sheriff's Office by **5:00 pm on Friday, September 24, 2021**.

This position is full-time / 40 hours per week. Starting wage for this position is \$17.10 / hour. Hall County offers paid holidays, vacation, sick leave, and retirement. Health and dental insurance are available after initial waiting period.

For any additional questions, please contact Theresa at the Hall County Sheriff's Office at (308) 385-5200, or via email at theresac@hallcountyne.gov.

Hall County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.